

Employee Work Center (Workday) Same Sign On

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1. PURPOSE

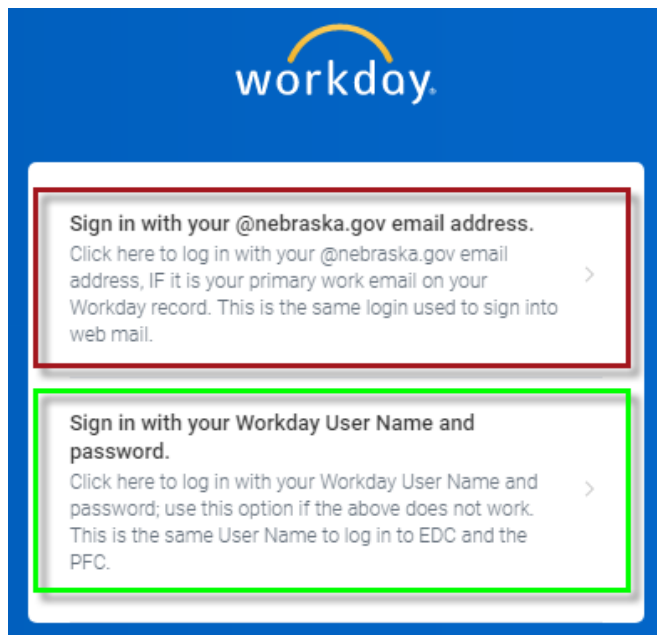
This is for teammates to be able to use Same Sign On when logging in to Employee Work Center (Workday), IF she/he has an @nebraska.gov email address on her/his record in Workday.

2. NEW LOG IN PROCESS FOR EMPLOYEE WORK CENTER (WORKDAY)

1. The link for Employee Work Center (Workday) is on this page, <http://link.nebraska.gov/>.
2. Once you click the link for Workday ...

a. IF YOU HAVE AN @NEBRASKA.GOV EMAIL ADDRESS

- 1) Click the first link shown below (red rectangle), "Sign in with your @nebraska.gov email address."



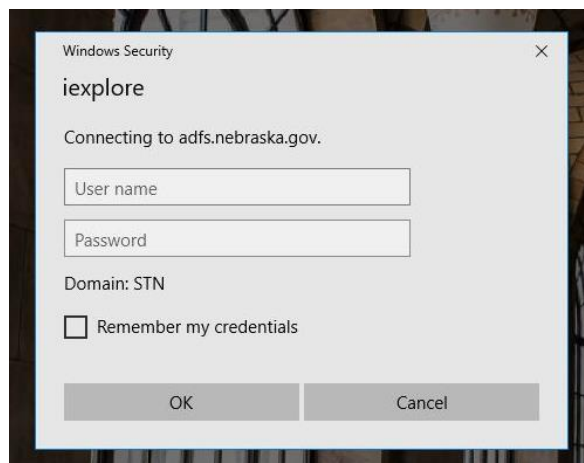
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i. IF YOU USE INTERNET EXPLORER (v 11 OR GREATER)

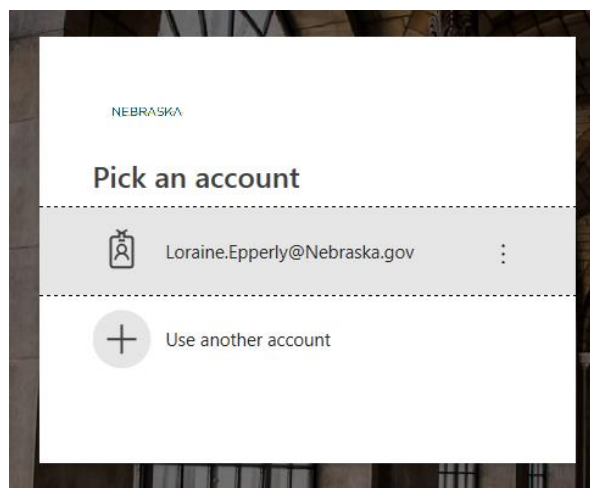
- a. The first time you use Same Sign On, you will need to enter your email address.

A screenshot of the Nebraska Sign in page. At the top, it says "NEBRASKA" in blue. Below that is the heading "Sign in". There is a text input field containing "someone@example.com". Below the input field is a link that says "Can't access your account?". At the bottom right is a blue button labeled "Next".

- b. Click Next.
- c. The next screen is to verify that you are a legitimate State of Nebraska system user, and that you have an Active Directory account. Enter your email address and the password associated with your email address, then click OK (or press enter).

A screenshot of a Windows Security dialog box titled "Windows Security". The main text is "iexplore" and "Connecting to adfs.nebraska.gov.". There are two input fields: "User name" and "Password". Below these is the text "Domain: STN" and a checkbox labeled "Remember my credentials" which is currently unchecked. At the bottom are two buttons: "OK" and "Cancel".

- d. On subsequent sign-ins, click the first link on the Workday sign in page, see step a on page 1. On the next page, click your email account, i.e., "Pick an account."

A screenshot of the "Pick an account" page. At the top, it says "NEBRASKA" in blue. Below that is the heading "Pick an account". There is a list of accounts, with the first one being "Loraine.Epperly@Nebraska.gov" next to a user icon. Below the list is a button with a plus sign and the text "Use another account".

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ii. IF YOU USE GOOGLE CHROME OR MOZILLA FIREFOX

- a. The first time you use Same Sign On, you will need to enter your email address (see screenshot).



A screenshot of a web browser showing the Nebraska Sign in page. At the top, the word "NEBRASKA" is displayed in a small, light blue font. Below it, the heading "Sign in" is in a larger, bold, dark blue font. Underneath the heading is a text input field containing the email address "someone@example.com". Below the input field is a link that says "Can't access your account?". At the bottom right of the form is a blue button with the word "Next" in white text.

- b. Click Next.
- c. Enter the password associated with your email address, then click Sign in (or press enter).

NEBRASKA

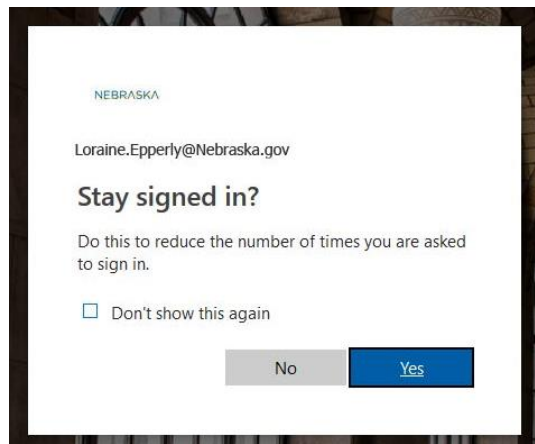
Sign in with your organizational account

Loraine.Epperly@Nebraska.gov

Password

Sign in

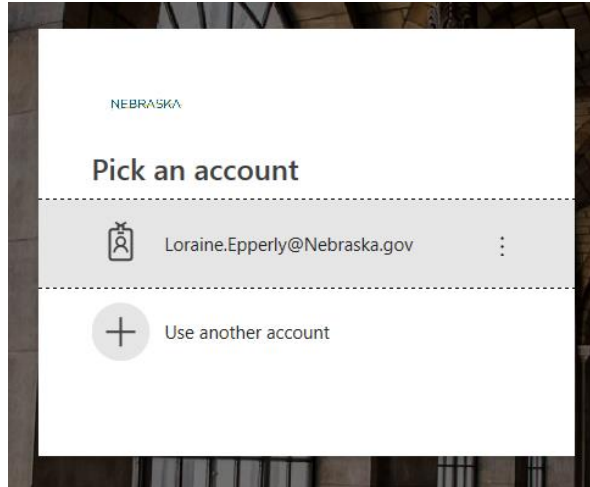
- d. On the dialog box for **Stay signed in?** ... Check the box for "Don't show this again," then click Yes.



A screenshot of a web browser showing a dialog box titled "NEBRASKA Stay signed in?". The dialog box contains the email address "Loraine.Epperly@Nebraska.gov" and the heading "Stay signed in?". Below the heading is a message: "Do this to reduce the number of times you are asked to sign in." Underneath the message is a checkbox labeled "Don't show this again". At the bottom of the dialog box are two buttons: a grey button labeled "No" and a blue button labeled "Yes".

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3. On subsequent sign-ins, click the first link on the Workday sign in page, see step a on page 1. On the next page, click your email account, i.e., “Pick an account.”



4. On the **Sign in with your organizational account** screen, your User Name (email address) should populate. You may need to type your password.

b. IF YOU DO NOT HAVE AN @NEBRASKA.GOV EMAIL ADDRESS

- 1) Click the second link (green rectangle) to log in with your User Name and Password, “Sign in with your Workday User Name and password.”
 - i. If you need to, you can use the Self-service password reset by clicking “Forgot your Password?” on this page.
- 2) Click Sign In (or press Enter).

c. IF THE SYSTEM TIMES YOU OUT

- 3) Return to <http://link.nebraska.gov/>, and click the link for the Employee Work Center (Workday).
- 4) On the next page, click the appropriate link, as indicated above, and then follow the instructions.

3. LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center (Workday)
 - The Employee Development Center
- Email: as.linkhelp@nebraska.gov
- Phone: 402.471.6234